

DD / S REGISTRY

FILE

1 JUN 1965

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Executive Officer to the DD/S

SUBJECT : Nominations for Midcareer Executive Development  
Course No. 7

1. The disparity of format used by the several Directorates in nominating candidates for the Midcareer Executive Development Course has presented a problem and guidelines are evidently needed to assure that all of our candidates meet the desired criteria of the Action Memorandum which established the original program.

2. The Chairman of the Agency Training Selection Board in a memorandum on course criteria has provided guidelines the Board considers desirable for the selection of nominees to the Midcareer Executive Development Course. A copy is attached for your use. In addition to these guidelines, the Board is concerned with a candidate's length of Agency service, his previous education and training, with the resultant broadening of career activity, and his consistently proven strong job performance.

3. It is stressed that the Support Directorate candidates should attend an Agency Management Course prior to selection as nominees for the Midcareer Executive Development Course. Such attendance would provide current thinking and the ever important personal exchange of ideas in fields of great value to students in training and job experience. The Intelligence Review Course would also be of great value to Midcareer Candidates. If possible, both the Intelligence Review and Management Courses should be attended.

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4. Also attached is a copy of a Career Plan the Training Selection Board considers adequate. The Plan should contain an outline as definite as possible on all future training to be given Midcareerists. The availability to take such training may be subject to change due to many conditions but it should be planned and then activated if possible thereby providing each individual with increased capability.

5. A further item which has occasioned lengthy discussion is the promotion, or intention of promotion, of a Midcareerist to a grade GS-15 or higher to be a candidate, nominee, and, eventually, a selectee for the Midcareer Executive Development Course. A statement that the Career Service has the expectation of promoting the individual to a GS-15 or higher is desired. It is realized that all expectations may not be achieved but at the time of nomination a high expectation should exist. This has been a part of the criteria since the inception of the program.

6. To be sure that we have our best candidates, it has been suggested that you give thought to the nomination of some very outstanding GS-12's who are being considered for early promotion to GS-13 and some exceptional young GS-11's who have been recently promoted to that grade. A thorough review of each individual's training, education and experience should be made and his potential should be realistic considering all facts.

7. The Deputy Director for Support desires that nominees for Class No. 7 be sent to his Office by 25 June 1965 for the Course to be conducted during the period 13 September - 22 October 1965. The early request is necessary because of the increased vacation workload and to obtain the thorough screening that will be made by a Support Directorate Panel prior to submission of names to the Deputy Director for Support and eventually to the Training Selection Board. The Director of Personnel has been named as Chairman of this important Panel.



Senior Training Officer  
Deputy Director for Support

#### Attachments

As stated above.

SA-DD/S:RBJH/ms (28 May 65)

#### Distribution:

- 1 - Each Addressee, w/Atts
- 1 - DD/S Chrono, w/o Atts
- 1 - DD/S Subject, w/Atts ✓
- 1 - Senior Training Officer, DD/S, w/Atts

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14 APR 1960

MEMORANDUM FOR: Heads of Career Services

THROUGH : Members, Training Selection Board

SUBJECT : Nomination of Candidates for the Midcareer  
Executive Development Course

1. At a recent meeting of the Training Selection Board in which selections for the 6th Midcareer Executive Development Course were made, the members of the Board noted the disparity of format used by the several Directorates in nominating their candidates and suggested that a letter of instruction be disseminated that would provide guidelines for career services to follow in the future. The following is in response to this suggestion.

2. Nominations for the Midcareer Executive Development Course should include six copies of the following for each candidate:

a. An up-to-date copy of the Biographic Profile (Form 1200).

b. Copies of the two most recent Fitness Reports.

c. A statement that the candidate has completed an Agency Management Course or its equivalent.


d. A meaningful career plan which describes the developmental training and assignments contemplated during the next five years and which includes a statement indicating the intention of the career service to promote the individual eventually to grade GS-15 or higher. Normally, a career service cannot realistically pinpoint this promotion in terms of a specific job and a specific date, but it nevertheless should state the expectation that the individual concerned will be promoted to grade GS-15 or higher sometime in the future

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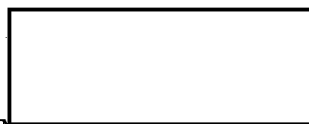
after having been assigned to a position classified at the grade GS-15 level. (Attached is a sanitized version of an actual career plan that the Training Selection Board considers to be adequate, and which may be used as a guide.)

3. It would also be helpful, and would serve to insure fulfillment of its quota, if each Directorate would list several qualified alternates to the principals it nominates to the Board.

4. Panels and boards who nominate individuals for the Midcareer Executive Development Course should realize that this Course is designed primarily for those Midcareerists who should be broadened, and preferably for those who will have managerial or executive responsibilities in the future. In addition, individuals should have sufficient Agency service for them to have been converted to career status prior to entrance into the Course. They should also be under 45 years of age and generally be at grade GS-13.

5. All of the above should be considered as guidelines. The Training Selection Board will always be receptive to requests for exceptions to the above guidelines where circumstances warrant. If a career service has questions on any of the above or encounters a problem not covered above, call the Executive Secretary of the Training Selection Board on extension 

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MATTHEW BAIRD

Chairman,  
Training Selection Board

Attachment: Sample Career Plan

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## SAMPLE CAREER PLAN

Date \_\_\_\_\_

SUBJECT: Five-Year Career Plan for Mr. John S. Doe

1. Our nomination for the Fifth Midcareer Executive Development Course is Mr. John S. Doe, GS-13, \_\_\_\_\_ Staff, Office of \_\_\_\_\_.

2. Mr. Doe is an experienced intelligence officer, who has served with distinction in the Directorate of Plans, both at Headquarters and abroad, as well as during his 2 1/2 years in this office. We anticipate and certainly hope that Mr. Doe will spend a major portion of the next five years in the Office of \_\_\_\_\_ in varied assignments dealing with specific geographical areas. He will be given supervisory responsibilities and, based on his performance thus far, we have every reason to believe that he will be promoted to GS-15 towards the end of this period or shortly thereafter.

3. We also expect that some time towards the end of the five-year period we will formulate plans to have Mr. Doe spend a year at an academic institution doing essential research.

4. The above plan is heartily endorsed by Mr. Doe and his Staff Chief.

Joseph A. Name  
(Title)

